# **DONATION REQUEST LETTER**

Long Beach State

Water-Ski and Wakeboard Team

20XX-20XX

Dear Community Member:

What started out small has now developed into a well-rounded, competitive and highly dedicated collegiate team.

We have an exciting year planned and we are asking for donations to help offset our general expenses. To keep the team progressing each season requires a significant budget that cannot be met by student dues alone, and although much of this budget is derived from member dues, we try to keep the dues down in order to allow more members to participate. We depend on businesses as well as individuals in the community to support our team in order for us to continue to not only compete but also represent the City of Long Beach and our University. Our expenses for the 20XX- 20XX season consists of team registration, league fees for each member, lodging, boat maintenance, insurance, registration, gas, launch ramp fees, team apparel, travel to and from tournaments, as well as some new equipment for the team’s progression.

Our goal is to acquire sufficient funds from sponsors to strengthen the foundation of our team and to ensure the future success of the program. Given that we are a non-profit organization, your donation is tax-deductible and serves as an excellent way to give back to your community. We graciously accept any assistance you can offer, and we thank you in advance for your support for our team and our University.

Donors will be presented with a letter of thanks as well as an acknowledgement certificate for your tax-deductible donation. Also any donor that gives over $500 in cash or product will receive a sponsor status which we will recognize on the boat and in apparel. A Federal Tax ID number is available upon request. Thank you for your consideration.

Sincerely,

Alex Treasurer